



UNIVERSITY OF SOUTH AUSTRALIA

SCHOOL OF HEALTH SCIENCES

MEDICAL SONOGRAPHY PROGRAMS

CONFIDENTIALITY AND PRIVACY

Privacy and confidentiality are important issues that are covered by stringent legislation, which **must** be adhered to. **Information concerning patients, any staff and department is confidential.**

The student must hold in strictest confidence any information gained from any source concerning the patient, department and staff.

The student must not identify any patient, clinical site or staff member **in the same document** in any way including but not limited to; oral presentation, assignment, case summary, logbook, ePortfolio, online discussion, document, note or communication by:

- Name
- Medical record number, unit record number, or medicare number
- Address
- Suburb
- Date of Birth
- Specific Occupation
- Hospital/department/specific staff – including referring doctor

All images used for assessments must not have patient identification or department details present.

It is unacceptable to cover the patient details with any kind of marker (i.e. Tipex or Texta). Identification must be cut away or removed electronically prior to use. If an image is electronically cropped, it should be saved again as a separate image, to prevent the cropped region re-appearing.

Medical notes and doctors reports must not be photocopied or scanned for any purpose whatsoever. In instances where this information is required for an assessment, this information may be summarised.

Images obtained in the workplace

Images should be labelled and referenced using the following as a guideline:

If the image is taken by the student:

Image 1: Gallstone demonstrating shadowing (Author, year)

If the image is from the student's workplace:

Image 1: Gallstone demonstrating shadowing (Image taken at author's workplace, year)

Personal Communication

Sometimes you may want to refer to a personal communication that you have had with someone. Under the Harvard referencing guidelines you would provide the surname, date and year in the body of the assignment as per the example below:

It has been confirmed by Horrocks (2010, pers. comm. 3 September) that this practice is widespread.

In this way the workplace is not identified. You would not provide this in the reference list, and you should seek permission from the person being referenced before using this personal communication as a reference.

A breach of confidentiality within any written or oral work may result in failure with F2 0% for the piece of work in which the breach of confidentiality appeared. It may also result in the Academic Integrity Officer being contacted.